

Home learning

St Mungo's High School



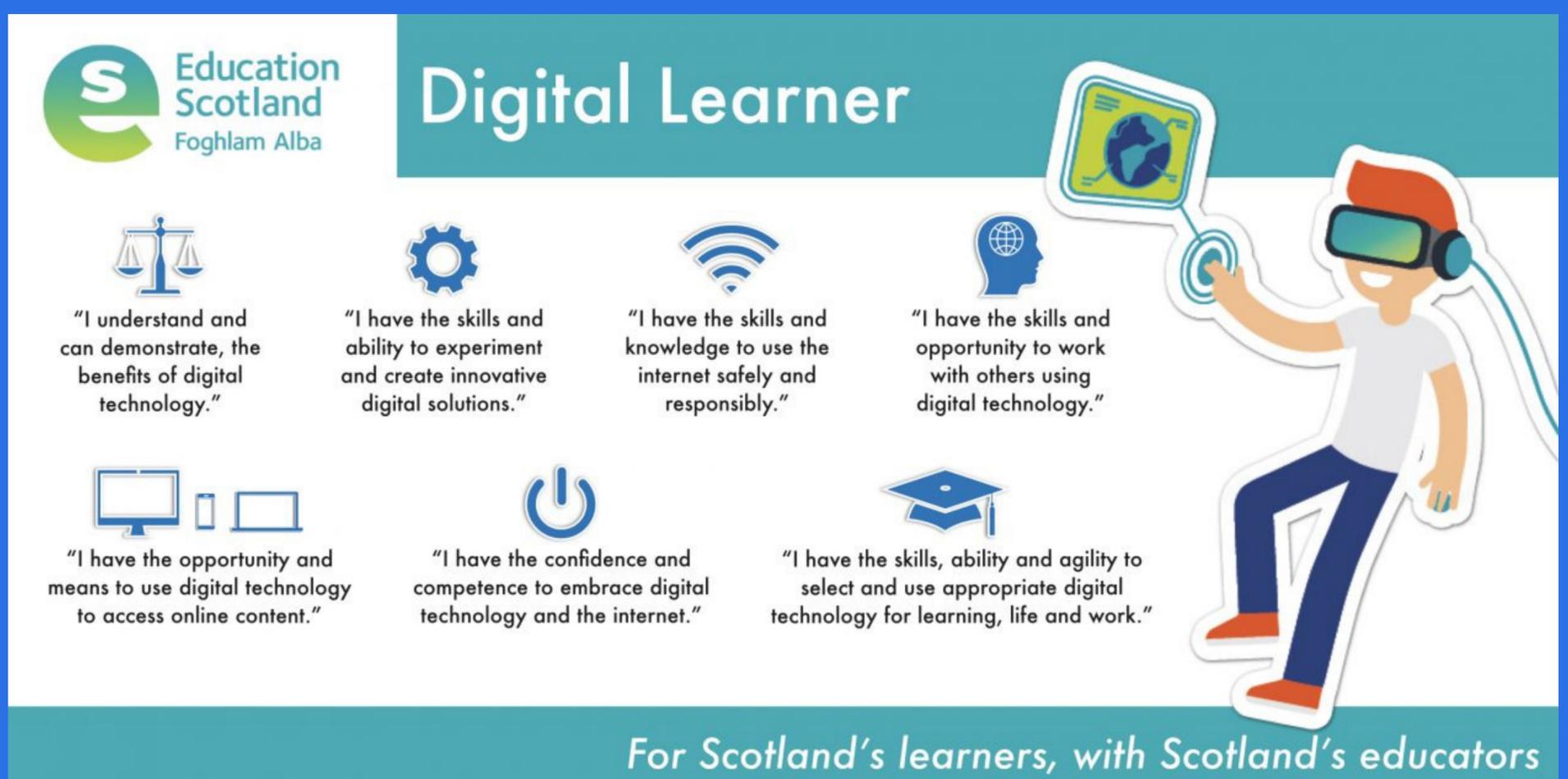
A guide for
families.

Home Learning

2021

Online learning is now part of our everyday school life. Prior to lockdown, as a Microsoft Showcase School we had already begun the journey of using technology to support learning in an innovative way, but now more than ever, we see the valuable long-term benefits of using digital tools to support learning, both at home, and in the classroom.

We are keen to support families during the challenge of home learning whilst also enabling our pupils to become confident, digital learners for the future.



The infographic features the Education Scotland logo (Foghlam Alba) and the title 'Digital Learner'. It includes seven icons with corresponding text: a scales icon for understanding digital benefits, a gear icon for creating innovative solutions, a Wi-Fi icon for safe internet use, a globe icon for working with others, a computer icon for accessing online content, a power button icon for embracing digital technology, and a graduation cap icon for selecting appropriate technology. A cartoon character wearing VR goggles and holding a tablet is on the right. The footer reads 'For Scotland's learners, with Scotland's educators'.

Education Scotland
Foghlam Alba

Digital Learner

"I understand and can demonstrate, the benefits of digital technology."

"I have the skills and ability to experiment and create innovative digital solutions."

"I have the skills and knowledge to use the internet safely and responsibly."

"I have the skills and opportunity to work with others using digital technology."

"I have the opportunity and means to use digital technology to access online content."

"I have the confidence and competence to embrace digital technology and the internet."

"I have the skills, ability and agility to select and use appropriate digital technology for learning, life and work."

For Scotland's learners, with Scotland's educators

Why Teams?

St Mungo's is proud to be a Microsoft Showcase School



It allows teachers and pupils to share information, chat online, conduct video conferences and work together remotely.



It “glues” together other Microsoft applications to make this work. It works with Outlook, OneNote, OneDrive and the rest of Microsoft’s suite of programs.



Using Teams also encourages our pupils to be more digitally literate, “future proofing” their plans for further education or employment in the 21st century.



Many places of work, colleges and universities are working with Microsoft Teams or similar products.

Guidance for a Parent with a Pupil working from home



Supporting your Child's Learning

Let Christ Shine Through You

St Mungo's teachers will..

PROVIDE WORK

- upload booklets/handouts in the files section of the TEAM.
- upload pupil work in the "assignment" section".
- send your child an @mention notification on TEAMS to alert them to the work that has been set.
- provide paper copies of work if needed.
- For practical subjects, specific work may be set and the pupil will continue with the course when they return to school.



St Mungo's teachers will..

SUPPORT LEARNING



Check pupil posts and their own glow email to respond to questions that a pupil may have.

The teacher will also use some of the following:

- ask your child to join a live lesson through a TEAMS meeting.
- provide video(s) that explain new course content or tasks.
- provide a PowerPoint with a voice-over that explain new course content or tasks.
- post messages and discussion points in the “conversation” section for your child to respond to.
- have a one-to-one conversation on TEAMS MEETING (audio or video) during the lesson or at a time that suits the teacher.

St Mungo's teachers will..

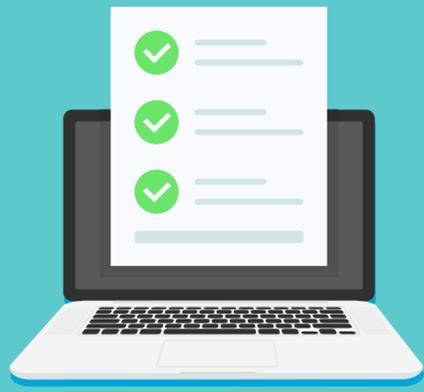
PROVIDE FEEDBACK

Write comments or leave an audio message on work submitted on the "assignments" page.

The teacher will also use some of the following if your child is struggling:

- be online to answer pupil queries in the TEAM.
- have a conversation (as above). This could be during the timetabled lesson or at a time that suits the teacher.
- send your child an email your child's GLOW email account with specific support/guidance.





Assignments

Each assignment will be **evidence of your learning** and gives your teacher an opportunity to provide **feedback**.

.....

You must ensure your work is **attached**.

.....

If **you are struggling to meet deadlines, get in touch** with your teacher in advance to let them know.

[Video Guide on Submitting Assignments via a PC](#)



[Video Guide on Submitting Assignments via a Smartphone](#)



**Some useful
digital learning
resources**



How to download for free.

All St. Mungo's High School Pupils benefit from **free access to all Microsoft educational software**, Office 365 Pro Plus. [Here's a video showing you how.](#)

All they need is their **Glow log in details** which can be provided or updated by any teacher in our school.

Often this software is required when submitting work to their class teacher.

Office 365 Pro Plus allows all Glow users to download the latest version of the Microsoft Office Suite on to a total of **15 home machines and personal devices**.

Glow users can download the Microsoft Office Suite on up to **five PCs or Macs, five tablets and five phones**.

If you struggle with reading, Immersive

Reader is a text-to-speech tool that allows text on the screen to be read out to you by the computer.

[Here's a video showing you how.](#)



Immersive Reader

On **Word**, Immersive reader will read the text that you have been typing.

It can **read any text** on a **PowerPoint** slide.

On Teams, hover over a teacher's comment and look for ...

On Forms, immersive reader will read out questions and possible answers to you.

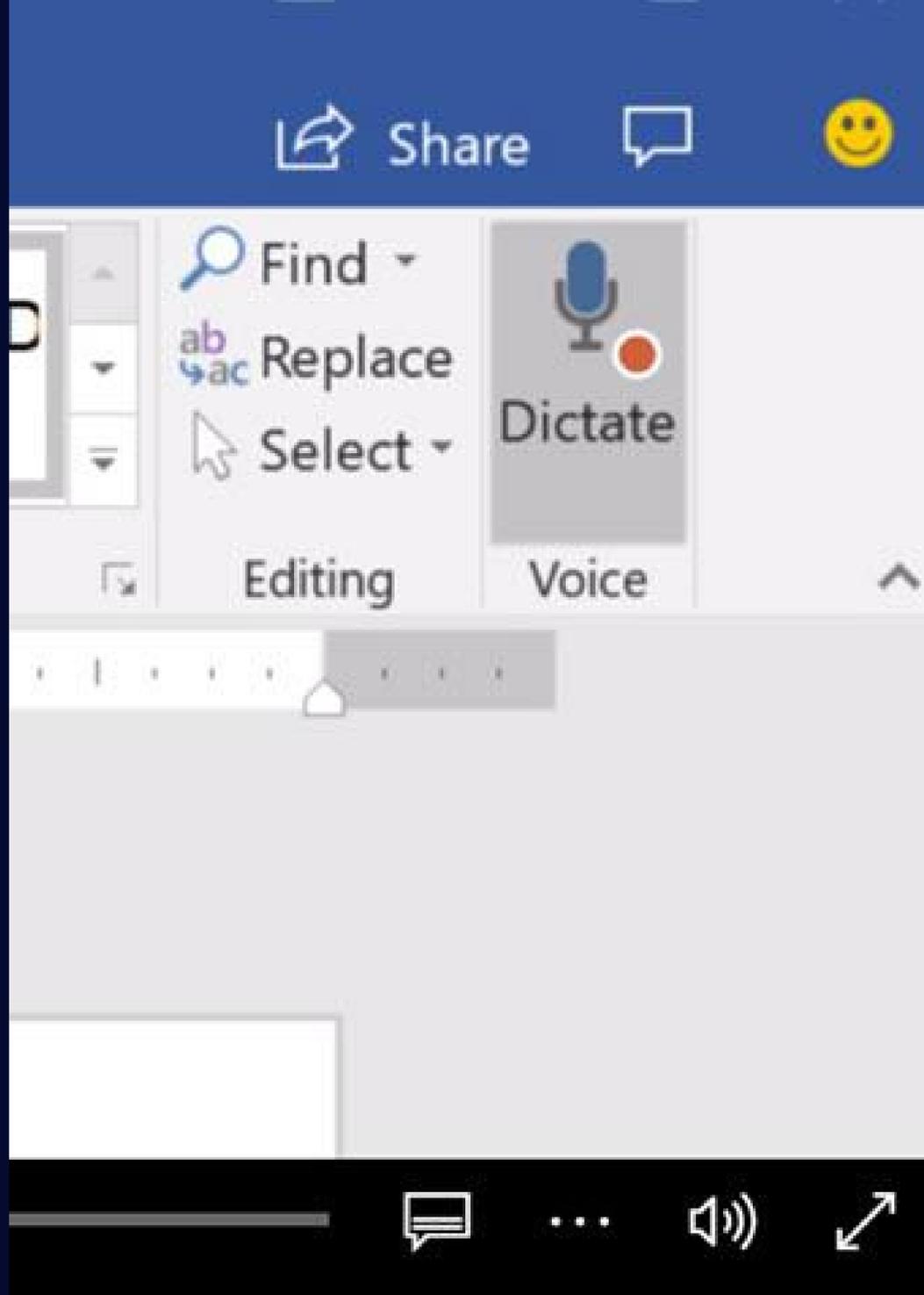


Dictate

Dictation lets you convert **speech-to-text**.

It's a quick and easy way to get your thoughts out and make notes.

[Here's a video showing you how.](#)



- **Dictate** is available in **Word, OneNote and PowerPoint**.
- Press "dictate" and a **microphone icon** will appear.
- Press the microphone icon so that it turns red and start talking.
- Press the microphone to stop.
- You can **then amend any mistakes** it may have picked up or correct certain underlined words.

Forms

Forms are regularly being used by teachers to issue **questionnaires** and **quizzes** to pupils.

In order to access Forms, the teacher will usually **post a link** onto the Teams page. You simply need to follow the link.

[Here's a video showing you how.](#)



Forms

When you complete a quiz, you will only be allowed to submit **one response**. If you click on the link again it should tell you that you have already submitted previously.

Once the teacher alerts you that there is **feedback available**, click on the link to take you there.

One Note



Microsoft **OneNote** is a note-taking program.
[Watch the video here.](#)

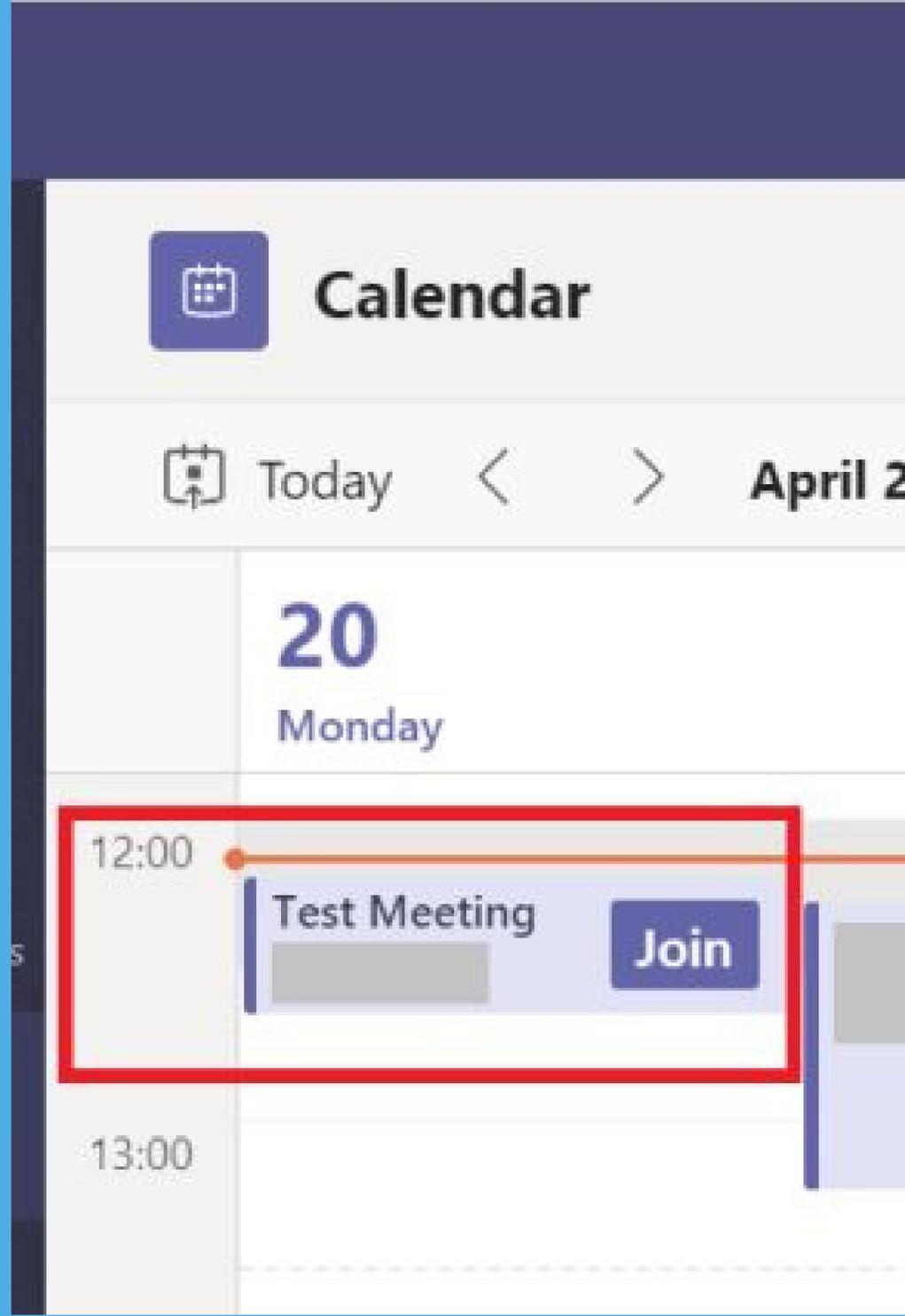
It can gather notes, drawings, screen clippings, and audio

Notes can be shared with other OneNote users over the Internet or a network.

Some teachers may ask pupils to store notes in their **One Note Class Notebook** which only the teacher and student has access to - sort of like an electronic jotter.

Joining a Team Meeting

- Ensure your microphone is muted, **only unmute if asked to do so.**
- **Only class members should take part.**
- If you need to ask/respond to a question, use **the “Raise Hand”**.
- Ask a question in writing using the **chat function**.
- For **safeguarding**, the recording feature on Teams is disabled.



One of the easiest ways is to **select Calendar** on the left side of the app to see your meetings. Find the meeting you want, and then **select Join**.

Here's a video showing you how.

POSITIVE VIBES

Digital Citizenship is the responsible use of technology and an awareness of the need for **online etiquette**.

When interacting within a shared digital space, a 21st Century skill is the ability to use the online space, positively, responsibly and respectfully.



The same expectations of our school motto, **Ready, Respectful and Safe**, apply online as in the classroom.



If your teacher has delivered an online lesson, it is essential you **follow the teacher's instructions**, including the use of the mute button, camera and chat function.



For **privacy and safeguarding**, you must not record lessons or take photographs of lessons.



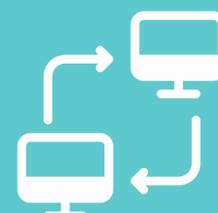
Just as you would not write anything inappropriate in your school jotter, you should treat the Teams posts and comments with the same **respect**.



When interacting or chatting online, **be polite as you would be in person** - if you wouldn't say it to someone's face, don't say it online either!



Don't post or share (even privately) inappropriate material. **Nothing is truly private online.**





Support

Ways to reach out.

If you are struggling, let your teacher know.

Hover over the teacher's icon - either in the posts they have sent or in the section on group members. You should see their glow email address in a small profile about them.

Use your glow email account to send them an email to ask for help.

Or, reply to the teacher's posts to ask for help. Click "reply" and then type your message. **To ensure they are alerted to your post**, you can tag the teacher using the "@" key e.g. @mrbond.



Head to our Wakelet Page for a collection of Teams Help Videos

Created by **MsSRennie** Powered by **wakelet**



St Mungo's Teams Support for Parents/Guardians
9 Items

19

A home learning resource to help you access the features of Microsoft Teams.

 http://www.marr.sayr.sch.uk/upl..._microsoft_teams_2020v2.pdf
Marr
An excellent and detailed guide to Teams made by Marr College.

 Remote Learning Tips For Parents // Microsoft Educ...
Tips for Parents

Useful Websites



National Parent Forum of Scotland

Visit the post for more.

 National Parent Forum of Scotland / charlielove



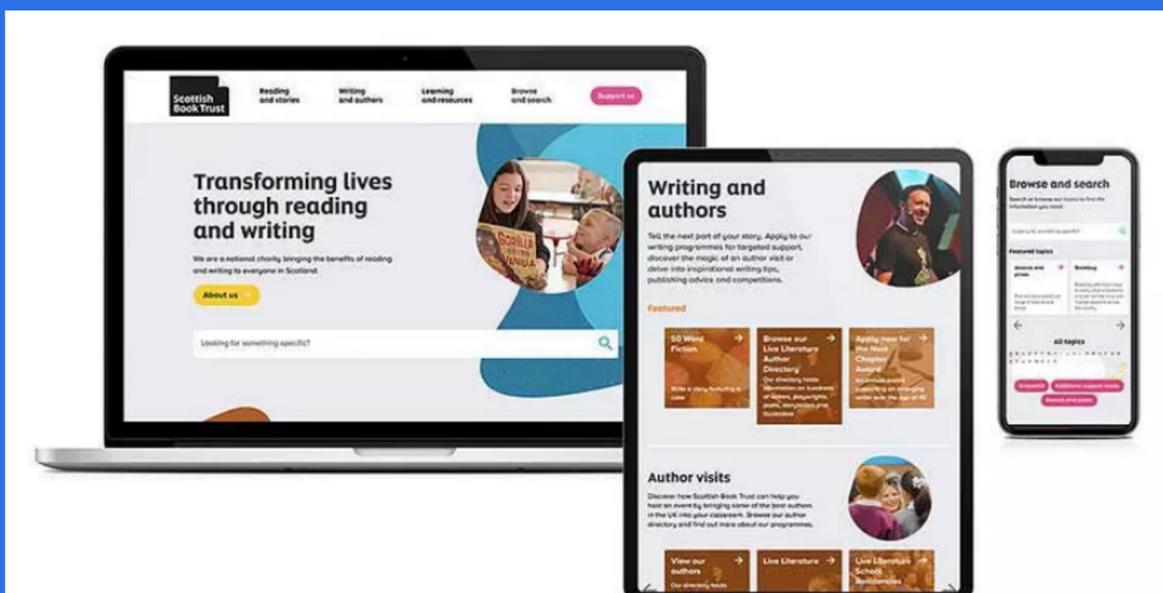
Digital learning from Comhairle Nan Eilean Siar

 e-sgoil.com

Glow for parents and carers

Glow is the national online service funded by Scottish Government and provided by Education Scotland. This learning environment provides learners and educators across Scotland with access to a wide...

 Glow Connect / mckenziefiona / Jun 15, 2017



Scottish Book Trust
We are a national charity bringing the benefits of reading and writing to everyone in Scotland.

 Scottish Book Trust